

Idaho AEFLA

Professional Development: Required Trainings

The following information should be used when planning your professional development activities for the year. Additional information can be found on our website at www.pte.idaho.gov under *Adult Basic Education, Providers*, then *Professional Development*.

New Teacher Orientation

- Who:** New ABE/ESL personnel
- What:** Face-to-face training including an overview of the following topics: NRS, database, assessment and goal setting, TABE, CASAS, forms, DL, GED, HSE, instruction, ABE flow chart, ESL/ABE/ASE, acronyms, etc.
3 hours
- Where:** Provided in region by assigned regional staff/faculty using New Teacher Training Booklet available on ABE website.

NRS Training

- Who:** All ABE/ESL personnel
- What:** **New personnel** – packet with questions to be answered and then discussed with assigned regional lead. Packet with answers kept in individual personnel PD files in region.
2 hours
- 2nd year of experience** – NRS on-line
State approved segments. Certificates kept in regional files
8 hours
- 3rd year & more experience** – NRS updates online. Answers reviewed in region and discussed. Answers kept in region.
3 hours
- Where:** In region

IMAS Training

Who: All ABE/ESL personnel

What: **New personnel** - packet and skill checklist.
Monitoring the proficiency of key skills done by region with documentation of key skills. Checklist kept in region files.
2 to 4 hours

Experienced personnel – monitoring tool. Regions monitor individual staff and faculty for quality date entries. State monitors regions for quality date (see Idaho Assessment Policy).
1 hour

Where: In region

Assessment and Goal Setting Policy

Who: All ABE/ESL personnel

What: **New personnel** – DVD and Packet
Regional monitoring of completion including discussion of agenda topics with each new participant.
3 hours

Experienced personnel – Regionally prepared and presented from updates sent by State ABE Office.
2 hours

Where: In region

TABE Training

Who: All ABE personnel who administer the TABE

What: **New TABE administrators** – face to face

Training by state approved TABE trainer (see Idaho Assessment Policy: Pre-service TABE Test Administrators Training(New Staff)
8 hours

Experienced TABE administrators – face to face
Training by a state approved TABE trainer. (See Idaho Assessment Policy: In-service TABE Administrators Training (Previously trained test administrators)
4 hours

Regional TABE Administrator Trainer – face to face and mentored.
Six hour face-to-face training offered as needed each year. An additional 14 hours of mentored practice. (See Idaho Assessment Policy: TABE Administrator and Scorer Certification Training)
20 hours

Where: New and experienced TABE administrators in the region
Regional TABE Administrator Trainer – state chosen site

When: Regional TABE Trainer: as needed
New TABE administrators – prior to administering the TABE
Experienced TABE administrators – as needed

CASAS Training

Who: All ABE personnel who administer the CASAS

What: **New CASAS administrators – face to face**
Training by state approved CASAS trainer (see Idaho Assessment Policy: Pre-service CASAS Test Administrators Training (New Staff)
8 hours

Experienced CASAS administrators – face to face
Training by a state approved CASAS trainer. (See Idaho Assessment Policy: In-service CASAS Administrators Training (Previously trained test administrators)
4 hours

Regional CASAS Administrator Trainer – face to face and mentored. Six hour face-to-face training offered as needed each year. An additional 14 hours of mentored practice. (See Idaho Assessment Policy: CASAS Administrator and Scorer Certification Training)
20 hours

Where: New and experienced CASAS administrators in the region
Regional CASAS Administrator Trainer – state chosen site

When: Regional CASAS Trainer: as needed
New CASAS administrators – prior to administering the CASAS
Experienced CASAS administrators – as needed

Distance Learning Training

Who: All distance learning instructors

What: **New instructors** –
Policy-face-to-face by region **2 hours**

Instruction – Packets **3 hours**

Agenda for policy training located on State ABE website. Questions in packets to be answered and then discussed with assigned regional DL lead. Packets with answers kept in individual personnel files in region.

Experienced DL instructors – Regional preparations from updates provided by State ABE Office **1 hour**

Where: In-region

When: Packets and updates July 1st to June 30

Professional Development Specialists

Who: Regional PD specialists

What: Training for all PD specialists is required so they will be fully prepared to conduct the training listed below.

Where: Boise

When: As needed-

Professional Development Specialists will also be responsible for providing training for the following:

- Part 1 of the Distance Education training module.
- New teacher training.
- Data collection and reporting on regional training to include evaluation summaries.
- Data collection in the one assigned PD area assigned to their region, and both reporting that data to the state, as well as retaining the documentation of these records/evaluations for at least three years.
- In some cases, the PD Specialist may also be the TABE and/or CASAS regional trainer. Programs should budget for these trainings in addition to the above duties since this is not the case in every region.
- Any other regional training assigned to the PD Specialist.